

## **CITY OF ILWACO –Deputy City Clerk Job Description**

FSLA Designation: Hourly

### **General Statement of Duties:**

Responsibilities include coordination and organization of City Council and other public meetings; preparation, recording, filing, storage and retention and retrieval of city documents and records; recording and transcribing of meeting proceedings; serving as acting City Clerk. Additional responsibilities include utility billing, receipting, and other billing and collection activities, as well as maintenance of various databases. Assists and coordinates documentation and administration of city projects and activities of city planner, city attorney and building inspector. Under general supervision, serves as principal assistant to the Treasurer. As necessary, provides general administrative support to the Mayor.

### **Classification Summary**

The principal function of an employee in this class is to assist the Treasurer in administration of the City Hall operations. The work is performed under the general direction of the Treasurer and Mayor, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment. The incumbent is accountable for accomplishing goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

**Essential Duties and Responsibilities** (Duties are illustrative and not inclusive and may vary with individual assignment.)

- Serve as a representative of the City of Ilwaco, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
- Prepare and assemble tentative, working, final and annotated agendas for posting and distribution to City Council members, City staff, and the public.
- Oversee preparation of supporting material and development of materials required for meetings and distribute the supporting material and the agenda to the City Council and appropriate City staff.
- Performs follow-up activities resulting from Council meetings, including ensuring that resolutions and ordinances are in proper format and executed, tracking committee and commission actions, and preparing letters and documents.
- Oversee the City ordinance codification process.
- Utilize document imaging technology to prepare agenda packets, which includes background material for agenda items; maintains responsibility for electronic and hard copy distribution of packet information to the Mayor, Council, City staff, archive, local media and public.
- Attend City Council meetings; take minutes, and keep minutes in a secure file.

- Research public records and provide information to the public and staff members concerning City Council actions, laws, ordinances, codes, procedures and projects; independently compose responses to requests for information.
- Oversee the posting notice of the meetings in compliance with the State of Washington Open Meeting Law.
- Oversee posting and processing all legal bid documents for all departments. Attend all bid openings and notice awards. Follow each bid awarded by Council through completion and maintain project files.
- Maintain lists and terms of active City committees and commissions.
- Maintain databases for various functions such as issue requests, cross connections, and business licenses. Send applicable notifications.
- Coordinate requests and assist City planner, City attorney and building inspector.
- Assist the Treasurer in all functions in City Hall.
- Oversee accounts receivable and assist with accounts payable.
- Timely and accurately maintain utility billing records and issue utility bills and notices.
- Assist in the development and preparation of the annual budget and monitoring of expenditures throughout the year.
- Assist with Human Resource issues.
- Maintain files of agreements, City owned vehicles and property, bids, budgets, agenda packets, grants of easements, maps, right of ways and other essential documents.
- Screen telephone calls and furnish information, take messages, refer calls, and when appropriate, resolve the problem or complaint; accurately distribute correspondence and other communications received; receive inquiries and concerns.
- Direct and review work of office assistants as assigned.
- Organize and maintain complex technical filing systems.
- Operate a variety of office equipment including a computer, input and retrieve data and text; organize and maintain disc storage and filing.
- Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- Be dependable and meet acceptable attendance requirements at all times.
- Follow all applicable safety rules and regulations.

### **Other Duties and Responsibilities**

- Attend City staff meetings as needed.
- Performs other related duties as required.

### **Knowledge, Skills and Abilities**

Knowledge of:

- Thorough knowledge of the rules, regulations, policies, and operating procedures for City Hall; federal, state, and local laws and ordinances that impact the work of City Hall including the City Code and City Charter, City organizational structure and operation including the operating rules and procedures invoked by City Council for conducting their meeting; and privacy of information laws.

- City government, its functions and operation; governmental agencies, non-profit agencies, and local public resources providing assistance to the public.
- Principles of business letter writing and basic report preparation.
- Principles and procedures of record keeping.
- Time and resource management.
- Operation of standard office equipment and a personal computer and job-related software applications for word processing, spreadsheets, and other required applications.
- Current office practices and procedures.
- English usage, spelling, grammar and punctuation.
- Business communication and clerical skills.
- Records management procedures and retention requirements.
- Basic recording and transcription equipment.

Ability to:

- Follow written and oral instruction
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Work independently in the absence of supervision.
- Understand the organization and operation of the City and of outside agencies necessary to assume assigned responsibilities.
- Read and understand City ordinances.
- Prepare clear and concise reports
- Compile and maintain records.
- Prepare and maintain City financial records and documents to applicable BARS standards.
- Reconcile cash drawer.
- Type at a speed necessary for successful job performance.
- Maintain complex records and ensure that records are maintained in conformance with established guidelines.
- Establish and maintain effective working relationships with other City employees, the Mayor and Council, and the public;
- Use with proficiency Excel, Word, and Vision software.
- Communicate clearly and concisely, both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities.
- Record meeting minutes and transcribe.
- Operate computer equipment, (i.e. computer), ten-key calculator, copier, fax, etc.

### **Acceptable Experience and Training**

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would include:

- High school diploma or G.E.D. A bachelor degree in a business or administrative field is preferred.
- Four (4) years of work experience of in a related business environment. Two years experience in a City or County Clerk's Office performing similar duties is desirable.
- Ability to obtain certification as a Certified Municipal Clerk (CMC) after three years.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare a variety of written/taped documents and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to sit and work at a keyboard for an extended period of time, lift up to 25 pounds, and work in an office environment.

### **Selection Guidelines**

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Signature: \_\_\_\_\_  
*Employee*

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
*Appointing Authority*

Date: \_\_\_\_\_